

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 19 July 2023 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	Kevin Roberts (Chair)	Councillor	R Hardy (Vice Chair) *
"	W Baldwin	"	A Gallanders
"	L Balmain	"	Ms H Hewitt
"	Mrs C Bettley *	"	Ms C Jarvis
"	M Davies	"	P Lloyd
"	R Davies *	"	Ms B Martin
"	Ms S Edwards		Ms D Wallice
	Mrs A Evans *		1 Vacancy

\* Absent

Also Present:

Mr Ian Pope Director of Operations, The Rainbow Centre

Mrs Carole Roberts & Mrs Michelle Williams Clerk & Administrative Assistant to the Council

### 31. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs C Bettley (Dispensation), R Davies and Mrs A Evans and R Hardy.

***RESOLVED – that the apologies and reasons for absence be received and accepted.***

### 32. PUBLIC QUESTIONS

It was noted that the Clerk had not received Notice of any public questions as set out in Standing Order No. 3e.

### 33. COMMUNITY AGENT FOR THE ACTON COMMUNITY

The Chair introduced Ian Pope, Director of Operations of the Rainbow Centre. The Clerk reminded Members on the tender process run by Wrexham CBC resulting in the appointment of the Rainbow Centre to provide Community Agent coverage for five Community Council areas in North Wrexham under a consortia of Gwersyllt, Brymbo, New Broughton, Acton and Llay. Ian Pope then gave Members a short talk about the Services to be provided to residents over 50 years of age and the promotion of the Community Agent within Communities, the referral process and their interview, appointment strategy and Risk assessments. The Chair thanked Ian Pope for his presentation and attending the meeting.

***RESOLVED – if a Community Agent for the Acton area is appointed during the August Recess, the Clerk be informed and an email be sent notifying Members of the appointment.***

### 34. DECLARATION OF INTERESTS

There were no declarations of interest made at this stage of the proceedings

### 35. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council meeting held on the 21 June were received.

**RESOLVED** - that subject to the amendment of the ward name in the Title of Minute 24.1 from "Maesydre" to "Little Acton" the Minutes of the hybrid Council Meeting held on 21 June 2023 be received and confirmed as a correct record.

### **36. INFORMATION FROM 21 JUNE MINUTES**

i) **MINUTE 7.4 DOMESTIC ABUSE:** Councillor Edwards was unable to locate the email with the previous FOI information sent by the Clerk.

**RESOLVED** – that the Admin Assistant re-send the information to Councillor Edwards.

ii) **MINUTE 9.8.i REVIEW OF STANDING ORDERS:** This item was deferred to the Council meeting in September 2023.

iii) **MINUTE 20.1 INTERNAL AUDITORS REPORT AND ACTION PLAN:** The Clerk confirmed that the Internal Auditor's Report, the Action Plan and the Annual Return had been submitted to the External Auditor by 3 July 2023.

iv) **MINUTE 22.1 RUN-OFF STORM WATER COLLECTION FROM ROOF LOCATED UNDER WREXHAM SWIMMING BATHS AT BODHYFRYD:** Councillor Martin confirmed that the area had been cleared and she had contacted the management at Waterworld and requested that the area be kept clear.

v) **MINUTE 24.3 CONTRIBUTION TOWARDS THE COST OF PROVIDING CHRISTMAS LIGHTS ALONG THE ACTON COMMUNITY SECTIONS OF CHESTER ROAD:** The Chair had not received any information with regard to details and costings. The item was deferred to the Council meeting in September 2023 to enable the relevant information to be obtained.

vi) **MINUTE 24.6 ACHIEVEMENTS EVENING:** The Clerk had not received any nominations to date. The item was deferred to the October meeting of the Youth Committee.

vii) **MINUTE 47 ACTON COMMUNITY RESOURCE CENTRE - LICENCE TO OCCUPY OFFICE:** The Clerk had not yet obtained the appropriate legal advice. The present position was noted.

### **37. PROCEDURAL MATTERS**

The following matters were considered:-

1. **AUGUST RECESS ARRANGEMENTS:** To make arrangements to deal with any urgent business that arises during the August recess.

**RESOLVED** – that the Clerk in consultation with the Chair and Vice Chair be authorised to deal with any urgent matters that arise during the August 2023 recess and report back in September 2023 on any actions and delegated decisions taken.

2. **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD:** The Clerk reported that there had been no expressions of interest received for this vacancy.

**RESOLVED** – to re-advertise the vacancy on the Council's website and Public Notice Board. Any expressions of interest received would be brought before the Council meeting in September 2023.

3. **BESPOKE WORKSHOP TRAINING:** The Clerk informed members of the costs for bespoke, face to face and remote training for up to 20 people from One Voice Wales. The cost of Face to Face training is £450.00 for a maximum of 20 attendees plus Trainer's travel at 0.45p per mile. Remote sessions are £345.00 Members considered the two options.

**RESOLVED that –**

i) **The Clerk enquire if there are any One Voice Wales trainers prepared to travel to Wrexham to facilitate the training. If there are, then to check their availability or**

ii) **If there aren't any trainers prepared to travel, to check the availability for remote training to take place via a hybrid Zoom model.**

### 38. ANNUAL ACCOUNTS 2022/23

The explanation of variances together with supporting papers for the Accounts and Annual Return have been submitted electronically by the Clerk before the given deadline. It was noted under the Public Audit (Wales) Act 2004, Local Government Electors have the right to question the Auditor General about the Accounts on 11 September 2023.

**RESOLVED – to note the update from the Clerk in respect of progress for the External Audit of the Council’s Annual Accounts for the year ended 31 March 2023**

**39. COMMUNITY ENGAGEMENT & UPDATE ON PROGRESSING ANNUAL REPORT PRIORITIES.** The Chair provided an update as follows:

- 1. GREEN FLAG EVENT AT ACTON PARK – 11 JULY 2023:** The Chair reported that the event was well attended despite the inclement weather.
- 2. PROGRESS OF ANNUAL REPORT PRIORITIES:** Progress updates to be given at each Council Meeting against the following priorities:
  - a. Jeffreys Road Fencing** – To be discussed later in the meeting (see Minute 47)
  - b. Section 137 Grants** – present position noted
  - c. Acton Park Play Areas** – the Chair reminded Members about the piece of land identified in conjunction with Wrexham CBC officers. The Chair had visited different play areas and had obtained estimated costs. Members discussed the types of equipment that might be suitable and researching the availability of grants.

**RESOLVED – that**

- i) Councillor Martin contact the Play Development Team to discuss a School’s Consultation exercise on the type of play equipment required and advice on how to take this matter forward..**
- ii) That all Members of the Task and Finish group meet at the proposed site at Acton Park during the August recess.**
- d. Little Acton Community Centre** – Little Acton Community Councillors to meet at Little Acton Community Council to progress this matter and review any repairs and re-decoration that are required.
- e. Christmas Celebrations** – see Minute 36.v above
- f. To monitor and reduce speeding within the Community** – the Clerk had been contacted by Wrexham CBC Officer, Graham Lloyd, with details of grant funding available to adjust interactive signs to meet the new 20mph legislation coming into force from 17 September 2023. Details of the sign within the Acton Community had been sent to him.
- g. Defibrillators** – It was noted that Councillor Gallanders had not received any response from the Head Teacher of Alexandra School. The Clerk offered to try and progress this.

**RESOLVED - that in future, any Member requesting a new defibrillator should also identify a suitable location to install the equipment.**

- h. Social Media-** It was noted the Chair had asked former Councillor Elinor Doherty to prepare publicity and news updates for the Council’s facebook page

### 40. KEY ACTON ISSUES

WCBC Members reported verbally on **new** or **Key issues** being considered by the County Borough Council that may affect the whole or part of the Community of Acton.

**DEAN ROAD PLAYING FIELD:** Councillor Mike Davies reported that a new fence had been erected on the perimeter of the playing field and new gates were to be put up. This would hopefully prevent any unauthorised access and disruption to the field in future. The present situation was noted

#### 41. REPORT FROM CLERK

The Council received and noted a report from the Clerk detailing correspondence and other information that has been received since the last meeting as follows:

Organisation	Details
<b>Correspondence</b>	
<b>1. One Voice Wales</b>	<p><b>1. JUNE &amp; JULY 2023 TRAINING DATES:</b> email dated 23 June 2023 with details of training modules for June and July 2023</p> <p><b>2. Sustainable Drainage Feasibility Grant:</b> email dated 4 July 2023 with information on a new Sustainable Drainage Feasibility Grant.</p> <p><b>3. Climate Change and Nature Action Guide for Community and Town Councils in Wales:</b> email dated 10 July 2023 with their document 'Tackling Climate Chaos' <i>The above information was noted</i></p>
<b>2. Planning Aid Wales</b>	<p><b>Events from Planning Aid Wales:</b> email dated 29 June 2023 with details of their upcoming events. <i>Information noted</i></p>
<b>3. Audit Wales</b>	<p><b>Audit Wales   June Newsletter:</b> email dated 30 June 2023 with details. <i>Information noted</i></p>
<b>4. Office of Sarah Atherton MP</b>	<p><b>1. Keep Wales Tidy - Local Places for Nature:</b> email dated 3 July 2023 with information on free garden packages to give away to community groups and organisations to help transform spaces. <i>Information noted</i></p>
<b>5. Wrexham CBC</b>	<p><b>1 Annual Tenant Event:</b> email dated 4 July 2023 with details of the annual tenant event in Bellevue Park on Wednesday 26 July 11am – 2pm</p> <p><b>2. Wrexham Local Development Plan (LDP):</b> Email dated 26 June 2023 with details of the latest news on the Local Development Plan. There are links below to the Inspector's Report: INSP029 - Covering Letter : INSP029A - Wrexham LDP Inspectors' Report : INSP029B - Wrexham LDP Inspectors' Report Appendix</p> <p><b>3. Flintshire and Wrexham Public Services Board Well-being Plan 2023-2028:</b> email dated 10 July with details of this plan attached.</p> <p><b>4. 20mph signs:</b> email dated 12 July 2023 to all Headteachers in Wrexham regarding sign competition.</p> <p><b>5. DLUHC and MoJ letter to Leaders - Anti-Social Behaviour - Community Payback:</b> email dated 12 July 2023 – letter to local Authorities. <i>The above information was noted</i></p>
<b>6. Play Wales</b>	<p><b>July e-bulletin:</b> email dated 5 July 2023 with their latest bulletin. <i>Information noted</i></p>
<b>7. Llais Cymru</b>	<p><b>1. Have your say:</b> email dated 23 June 2023 inviting people to have their say on how Llais can work with the people of Wales for better health and social care services</p> <p><b>2. Llais Board Announcement:</b> email dated 18 July 2023 with details of Llais public Board Meeting <i>The above information was noted</i></p>

#### 42. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received since 21 June 2023, proposed bank charges for the Chair's Charity Account and Current Account and requested authorisation for outstanding debtor or other cheque and BACS payments as set out in the schedule below:

**RESOLVED –the following payments to be made in July 2023 as set out in the schedule below:-**

Voucher/Payment Ref & Payee	Details	Amount
33. BACS ref 13.7.23 Carole Roberts	Clerks Salary and office expenses for July 2023 calculated by the Council's Agent: Shropshire County Council in accordance with Minute 47 July 2017 Section 112 Local Government Act 1972 (as amended)	(as per payroll schedule)
34. BACS ref 14.7.23 Michelle Williams	Salary for July 2023 calculated by the Council's Agent: Shropshire County Council in accordance with Minute 47 July 2017 Section 112 Local Government Act 1972 (as amended)	(as per payroll schedule)
35. BACS ref 15.7.23 Clwyd Pension Fund	Pension payments for July 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
36. BACS ref 16.7.23 HMRC	Payroll payments for July 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
37. BACS ref 17.7.23 Vision ICT Ltd	Replacement for Cheque 202291 Voucher 13 refers SSI Certificate Renewal to June 2024 S58 Local Government (Democracy) (Wales) Act 2013	£60.00 (NIL VAT)
38. BACS ref 18.7.23 Vision ICT Ltd	Upgrade Google Analytics GA4 Democracy Wales Act 1972 (as amended)	£48.00 (VAT =£0.00)
39. Cheque No 202303 One Voice Wales	Consultancy – Provision of Model Staffing Policies S112 Local Government Act 1972 (as amended)	£50.00 (VAT =£0.00)
40. Cheque No 202304 One Voice Wales	Training RH- Chairing Skills S112 Local Government Act 1972 (as amended)	£38.00 (VAT =£0.00)
41. Cheque No 202305 Caia Park Partnership Ltd	Q1 SLA Costs Acton Open Access Youth Service S112 Local Government Act 1972 (as amended)	£6,915.44 (VAT =£0.00)
42. Cheque No 202306 Caia Park Partnership Ltd	Q2 SLA Costs Acton Open Access Youth Service S112 Local Government Act 1972 (as amended)	£6,915.44 (VAT =£0.00)
43. BACS ref 19.7.23 Wrexham County Borough Council	SLA ½ year payment Inspection & Maintenance of Play Areas/ Facilities S19 Local Government (Miscellaneous Provisions) Act 1976	£3,514.80 (VAT =£585.80)
44. Cheque No 202307 Carole Roberts	Clerks Expenses for July 2023 Section 112 Local Government Act 1972 (as amended)	£55.94 (Vat= £ 4.33)

### 43. PLANNING APPLICATIONS

The Council considered the following matters and applications within the Acton Community area that had been made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

**RESOLVED - that the following observations be made on the applications as set out below:**

Case Number/ Address & Proposed Development
1.Planning Application P/2023/0373 - Dilys o/Valid From 22/05/2023 41 Cardigan Road, Wrexham, LL12 7TS single storey rear extension: <b>Decision: No observations</b>
2. Planning Application P/2023/0371 - Dilys o/Valid From 26/06/2023 146 Chester Road, Wrexham, LL11 2SN erection of rear extension, detached garage and alteration to vehicle access <b>Decision: No observations</b>
3. Planning Application P/2023/0432 - Dilys o/Valid From 28/06/2023 Land North Of, Holt Road, Wrexham, LL13 9EH reserved matters pursuant to outline planning permission P/2018/0673

**DECISION: The Community Council continues to oppose this proposal and has previously objected strongly to the original application for this development as follows:**

“Acton Community Council wishes to state quite clearly that the application site on land at Holt/Road Dean Road as published in the Pre planning Consultation document is disingenuous as to its current use and purpose. The site is a green open space and not a brown field site. It was identified as such in the 2009 Open Space survey and in the most recent assessment for the draft Local Development Plan. The Open Space survey identified a deficit of open space in the Community of Acton. To build on this land will result in loss amenity and recreational green pitches and affect the Health and Wellbeing of residents within the Acton Community and is contrary to National Guidelines and the requirements contained with the Well-being of Future Generations (Wales) Act 2015

The Residential development planned for this site will have a detrimental impact on:-

- a. Highways – particularly by creating the main estate access onto the Holt Road which is recognised as being at capacity until major improvements to the Greyhound Roundabout are completed. The proposed development will impact on pedestrian and vehicular safety;
- b. Surface and flood Drainage at Holt Road – it is important to retain permeable landscape such as this green open space so as not to exacerbate existing localised flooding issues on the Holt Road
- c. Local infrastructure which is already at capacity, such infrastructure issues include lack of school places and provision of play areas for Young People in the community, capacity of GP Surgeries and provision of shopping and other amenity for residents “

The Community Council is cognisant that this development of a green open space was granted on Appeal. However it now wishes to reiterate its previous comments as set out above and raise further objections to the lack of consideration for the local community and state its opposition to the latest proposals contained in this application to vary and decrease the number of affordable properties to be provided and the proposed removal of the footpath through the development.

**REASONS:**

The Highways access for this development is on to the Holt Road which Wrexham County Borough Council has recognised is already at capacity. The proposed access is in close proximity to a pelican pedestrian crossing and to other road junctions

The proposal to increase the number of three and four bedroom properties on the development will generate an increase of the number of vehicular traffic emerging onto the Holt Road. It will also increase the density of the site and the size of the proposed amenity land appears inadequate for the number of properties being provided.

The increase in property size and density will result in an overdevelopment of this site and will place additional pressure and demand on the local infrastructure which has not been addressed in the application. In particular local schools and GP surgeries are at capacity.

There is a deficit of affordable housing and green open space in the Acton Community.

Trees and hedgerows provide for biodiversity within the Community. The Community Council welcomes that none of the species rich hedgerows to the perimeter will be affected by this application particularly as they offer ideal bird foraging and nesting habitat. However there should be no damage to the existing trees on the site as a result of any development works.

The Community Council suggests particular attention and protection must be given with regular inspections to the trees and hedgerows on the site throughout the duration of this development. Additional attention and measures should be provided for any trees that are subject to a Tree preservation Order to ensure there is no detrimental impact as a result of this development, if it proceeds.

The Community Council would prefer that the 5-6m high oak saplings on the site are retained; in particular the Grouping referred to as G6 within the Tree Survey report submitted in the application documentation. There must be robust protective fencing to protect the roots and limbs of such trees during the construction and landscaping on the site.

4. Planning Application P/2022/0902 - Dilys o/Valid From 20/10/2022 Land Adjacent To, 35 Derwent Crescent, Wrexham, LL12 7YN erection of 3 dwellings

**Decision: The Community Council notes the concerns of the Highways department in its response to**

*this application and wishes to reiterate the comments submitted by the Local Member with regard to there being no satisfactory alternate parking for displaced vehicles and the proposed development if it goes ahead will exacerbate off street parking congestion for nearby residents.*

#### **44. EXCLUSION OF PRESS AND PUBLIC:**

**RESOLVED** - *that the press and public be excluded from the Meeting during consideration of the next item of business only as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.*

#### **45. STAFFING COMMITTEE MINUTES 14 JUNE 2023**

The Confidential Minutes from the Staffing Committee meeting held on 14 June 2023 were received.

**RESOLVED** – *that the Confidential Minutes of the Staffing Committee meeting held on the 14 June 2023 be received and the following recommendations be endorsed:*

**i) STAFFING RELATED POLICIES** - *to adopt en-bloc the eight Staffing Policies listed below that have been prepared for the Council by One Voice Wales:*

- i. Adoption and Paternity Policy*
- ii. Alcohol, Drugs and Substance Misuse Policy*
- iii. Appraisal Scheme & Performance review Policy*
- iv. Health and Safety at Work Policy*
- v. Recruitment and selection Policy*
- vi. Shared Parental Leave Policy*
- vii. Stress Management Policy*
- viii. Time off in Lieu Policy.*

**ii) ADMINISTRATION ASSISTANT POST** – *that following a satisfactory six month appraisal review, Michelle Williams' Administrative Assistant post has been confirmed as permanent.*

#### **46. MAESYDRE POWER HOUSE**

Further to Minute 29 June 2023, the Clerk reported on progress to date. The Invitations to Tender had gone out and one of the potential contractors had arranged to visit the Powerhouse on Wednesday 26 July to assess the works to be carried out. It was noted that the Tenders will be received during the August Recess.

**RESOLVED:** *To note the update and to ensure progress during the late summer and following and the ending of the Tendering period, to authorise the Clerk/ Responsible Financial Officer to the Council in accordance with the Council's Financial Regulations and in consultation with the Chair, Councillor Kevin Roberts and Vice Chair, Councillor Ralph Hardy to receive and open the Tenders and subject to satisfactory arithmetical and technical checks to accept the best Tender submitted subject to cost limit previously referred to and arrange for the Contract to be awarded to enable the scheme of works to be carried out before the inclement winter months.*

#### **47. JEFFREYS ROAD FENCING**

Further to Minute 24.2 June 2023 the Chair updated Members on a quote that had been received from Wrexham CBC Officer Kerry Williams, Operations Head of Service. The quote contained two options. Option 1 is to make repairs to the fence following a recent road traffic accident which necessitated the removal of 2 panels for safety reasons. Option 2 is for the repair and refurbishment of the remaining 217 lin m of fencing. Members considered the two options.

**RESOLVED** – *that*

- i) The Community Council notes that Wrexham CBC's own procurement processes have been followed in obtaining the Quotation for the two options;*
- ii) The Community Council does not consider it appropriate as an innocent third party, to fund the road traffic accident repairs, particularly given the cost of such works may be subject to an insurance Claim by Wrexham County Borough Council, as the land owner, against the identified owner/driver of the vehicle that damaged two of the fence panels. Accordingly the Community Council declines to fund Option 1.*
- iii) The Council is prepared to meet the Option 2 £4,935.00 cost (plus VAT) of refurbishing the existing fence line (217 lin m) from within its Community Initiatives Budget for 2023/24; and*
- iv) The Clerk write to Kerry Williams, Operations Head of Service to confirm the Community Council's decision to fund option 2 only and to provide an Order Reference number to be included on the invoice, following satisfactory completion of the work.*

**Councillor Kevin Roberts**  
**Chair**

Signed as a correct record this 20th day of September 2023

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Presiding Chair